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ABSTRACT

Three short articles about large type transcribing are provided for braille transcribers and teachers of the visually handicapped. The first article explains section IV-B-2 of the National Braille Association Manual for Large Type Transcribing. The second article presents the results of a survey on the kinds of typewriters, types of transcriptions, bindings, and references used. The article also provides a list of possible sources for typing assignments and publications. The final article explains section III-G-3-c of the National Braille Association manual concerning hyphens used as blanks to represent omitted letters. (LH)

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SHARPEN your skills

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LARGE TYPE

Volume Sizes

Phyllis Knisely, Chairman

The *NBA Manual for Large Type Transcribing*, Section IV-B-2, states that volume size should be no more than 100 pages, including the title page and other prefatory material. This is an ideal size for upper grades but not necessarily for lower grades. Younger students find it difficult to handle, let alone carry around a volume of this size. The Large Type Committee recommends that volume size for Grades 1-3 contain no more than 50-65 typed pages.

This will require careful planning so that volume division will be at a logical point in the material you are typing. Never separate exercise material from the text on which it is based. With a fifteen page allowance for volume size you should be able to look ahead and judge where your volume division will come. Preference should be given to the 50 page volume size.

There should be *no* hyphenation of words for Grades 1-3, as noted in Section III-E-3-b, of the *Large Type Manual*, even in compound words.

Felt Tip Pens

I have researched fine point felt tip pens and recommend the following:

1. "Pilot Razor Point", made in Japan.
2. "Sanford's Expresso", 0.3 mm tip, made in U.S.A.

Both of these pens are available in office supply, drug discount, blue print and drafting supply stores. The tip is long enough to fit into the template for drawing math symbols and the stroke width matches that of the Smith-Corona electric typewriter.

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LARGE TYPE

Status Report
Phyllis Knisely, Chairman

I. Large Type Survey:

In January, 1982, a survey letter was mailed to large type transcribing groups requesting information concerning the status of large type. Of the 67 survey letters mailed, 42 were returned. As promised in the letter, a compilation of the results follows:

Typewriters Used:	
Smith Corona	21
Royal	7
Remington	3
IBM Reconditioned	2
Olympia	2
Facit	1
Adler	1
Type of Transcriptions:	
Educational	16
Recreational	16
Religious	4
Music	1
Binding Used:	
Spiral	24
Notebook	1
Reference Used:	
NBA Manual	24
Other	5
Master Copies A.P.H. Registered	16
Total Pages Typed (1981)	100,836
Groups No Longer Active	8

II. Possible Sources for Typing Assignments:

The Large Type Committee of NBA met in Denver in April to consider the plight of those groups still active, those with willing and able typists, but lacking assignments. We compiled a list of possible sources for typing assignments which chairmen may utilize, most to be found right in their own backyards.

1. *Nursing Homes:* song sheets, craft instructions, menus
2. *Hospitals:* menus, admitting instructions, service pamphlets
3. *Restaurants:* menus
4. *Local agency serving the visually impaired:* bus schedules, cookbooks, recreational reading, appliance instructions
5. *Local Chapter of American Association of Retired Persons* (A.A.R.P.)
6. *Visually Impaired Business Professionals:* Advertise your services in neighborhood newspapers. Put a notice on branch library bulletin boards.
7. *Churches and Synagogues:* hymnals, newsletters
   Talk with your pastor, priest or rabbi. Contact Council of Churches office.
8. *Parent Groups of the Visually Impaired:*
9. *Universities:*
   Most universities now have an Advocate Office for the handicapped. Advertise your services in the campus newspaper.
10. *Social Service Organizations:*
    Look in yellow pages of phone book.
11. *Veterans Administration Hospital:*
    Contact if there is one in your area.
12. *Teachers of the Visually Impaired:*
    Many are doing their own typing and would welcome your services.

III. Publications:

At the Denver meeting, the NBA Board approved the sale of large type workshop materials used at the Albany meeting in May, 1981. Also approved was the sale of large type Metric Conversion Tables.

Blanks Representing Omitted Letters

Phyllis Knisely, Chairman

The NBA Manual for Large Type Transcribing in Section III-G-3-c, reads as follows:

> If the print uses hyphens, separate underline strokes, etc., to indicate the *number* of missing letters, use the same number of *hyphens* and do not fill in the space between them.

Look at the following exercise which is part of a Language Arts workbook.

Print copy:

Many years ago some men had no vowels in their writing. Try to read this. Write in the vowels:

_ _ r _ lph _ b _ t h _ s tw _ nty-s _ x
1 _ tt _ rs. D _ y _ _ kn _ w th _ m?

How would you type omitted letters within the hyphenated compound word "twenty-six?" If you follow the guideline quoted in Section III, there is no indication to the student that the hyphen is not an omitted letter.

Large Type solution:

1. Type *two* connected hyphens for each omitted letter.
2. Allow *two* spaces between words.

Many years ago some men had
no vowels in their writing.
Try to read this. Write in
the vowels:

— —r —lph—b—t h—s
tw—nty-s—x l—tt—rs.
D— y— — kn—w th—m?

Remember that the suggestions printed in the NBA Manual for Large Type Transcribing are *guidelines* for typists to follow in order to provide readers with consistent formats in their materials. I feel the example shown above stays within the boundaries of the guidelines. What do you think? Let me hear from you.